

Environmental Protection Agency

Job Title: Administrative Specialist, GS-0301-07
Agency: Environmental Protection Agency
Hiring Organization: Environmental Protection Agency
Job Announcement Number: LV-OAR-OT-2011-0002

SALARY RANGE: \$39,973.00 to \$51,969.00 /
OPEN PERIOD: to
SERIES & GRADE: GS-0301-07
POSITION INFORMATION: Full-time - Permanent
PROMOTION POTENTIAL: 09
DUTY LOCATIONS: many vacancies - Research Triangle Park, NC
WHO MAY APPLY: UPWARD MOBILITY POSITION
You are eligible to apply if you are a current GS-10 or below EPA employee within the Office of Air Quality Planning and Standards located in Research Triangle Park, NC who is serving under either a:
1) Career or career conditional appointment for at least 90 days;
2) Veteran's Readjustment Authority appointment;
OR
3) Schedule A appointing authority for persons with disabilities

JOB SUMMARY:

Earth Day is every day at EPA! Our diverse workforce connects to more than just a career-we share a common passion to promote a cleaner, healthier environment. We consistently rank as one of the top Federal agencies in which to work, with great benefits and work flexibilities. See more about us here: <http://www.epa.gov>.

UPWARD MOBILITY POSITION

This Upward Mobility opportunity is located in the Office of Air Quality Planning and Standards.

For more information on this office, visit their website:
<http://www.epa.gov/oar/oaqps>

ABOUT EPA'S UPWARD MOBILITY PROGRAM:

Upward Mobility is a career development program that provides increased opportunities for eligible employees to successfully transition into administrative and technical positions with more career growth or potential. Upward Mobility is based on competitive selection and requires a training plan that is developed to prepare the selectee for a new career within the EPA. The training plan is 6 to 24 months in duration and consists of developmental work assignments, on the job training, formal instruction and self-development activities directly related to the successful performance of the target level position by the selected employee.

UPWARD MOBILITY POSITION(S) ARE FILLED AT THE BRIDGE/ENTRY LEVEL

BRIDGE/ENTRY POSITION GRADE: GS-07
TARGET POSITION GRADE: GS-09
PROMOTION POTENTIAL: GS-09

If you are below the GS-7 grade level, you must also fully meet the OPM qualification requirements for the bridge/entry position grade (GS-7) on the closing date of the announcement; and you must also meet time-in-grade requirements within 30 days of the closing date of this announcement.

NOTE: You are ineligible for the Upward Mobility Program position if you occupy a two-grade interval career ladder position with promotion potential above a GS-09; or you are a competitive status, i.e., career or career conditional employee, that meets the qualification requirements for the target level position.

KEY REQUIREMENTS

- If you are selected, an Upward Mobility Training Plan is required.
- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents.(See How to Apply Tab)
- You may be required to travel 1 to 5 days per month.

DUTIES:

At the full performance level, you will:

- Assist with managing the administrative operations of the office: time and attendance coordination, budget, accounting and finance, procurement, information technology, property management, and travel coordination.
- Coordinates all correspondence and routes action items to appropriate staff via Correspondence Management System (CMS); edits and reformats electronic documents; develops and maintains files, prepares and reviews correspondence, reports and proposals.
- Performs office automation duties using such software applications as electronic mail, desk-top publishing, calendar, spreadsheet, database, and/or graphics. Maintain electronic files, resolving operating or user problems, or utilizing advanced software functions.

You will spend less than 25% of your work time on contracts, grants/cooperative agreements, and/or interagency agreements.

At the higher grade level, your assignments will be more complex and you should need less guidance from your supervisor.

QUALIFICATIONS REQUIRED:

- 1) You must meet Upward Mobility Program eligibility criteria as described within this announcement; AND
- 2) You must NOT meet OPM qualification requirements at the TARGET level of the position at time of application; AND
- 3) If you are currently at the GS-7 level or below, you must be eligible for the bridge/entry grade level under one of the following ways:

A) At least one year of experience related to this position described as: 1. Provide administrative insight to increase program efficiencies; and 2. Research materials to prepare formal requests; OR

B) One full year of graduate level education; OR,

C) Superior academic achievement degree in any academic discipline.

SPECIAL UPWARD MOBILITY PROVISIONS AND REQUIREMENTS:

You must meet Upward Mobility Program eligibility criteria in order to be considered

If you are selected, you will be required to:

- Work in collaboration with your supervisor and the Upward Mobility Coordinator to develop and sign a formal training plan within 30 days of being placed in the Upward Mobility position.
- Complete self evaluations and receive supervisory evaluations every 90 days while on the Upward Mobility training plan.
- Complete the training plan successfully in order to be promoted to the target grade level. (Note: time-in-grade restrictions are waived and specialized experience requirements are shortened for promotion from the GS-07 to the GS-09 level.)

ABOUT YOUR PAY:

If you are selected for this Upward Mobility position and currently hold a GS-8, 9 or 10 grade level position, your selection will result in a change to lower grade action without a reduction in your current pay because under this program your pay will be set at either 1)the lowest step of the bridge/entry grade level that equals or exceeds your current rate of pay, OR 2) pay retention at your current salary level if the step 10 rate of the bridge/entry grade level is lower than your current salary.

This position is designated as Low Risk and requires a background investigation.

Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

HOW YOU WILL BE EVALUATED:

You will be interviewed by the Upward Mobility Screening Panel if you:

- 1) Meet the Upward Mobility Program's area of consideration and position/eligibility requirements as stated within this announcement; AND
- 2) Submit a complete application as outlined in the "How To Apply" section to include required supplemental information and written responses to the each of the occupational questions that were determined to be basic job elements/needs for this Upward Mobility trainee position. Elements may include general knowledge, skills, abilities and/or personal characteristics necessary for successful performance of the TARGET position.

The job elements determined for this Upward Mobility position are:

- 1) Ability to maintain effective working relationships with a variety of staff, management, and administrative support team members.
- 2) Ability to plan, coordinate, and establish work tracking systems to monitor action items and office deadlines.
- 3) Ability to manage the administrative functions of an office.
- 4) Ability to analyze organizational and operational problems and develop solutions.
- 5) Ability to arrange meetings, conferences or workshops.
- 6) Ability to orally communicate with a variety of audiences.
- 7) Ability to communicate in writing to a variety of audiences.

To preview questions please [click here](#).

BENEFITS:

Benefits will not change for current permanent EPA employees.

OTHER INFORMATION:

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

If you do not meet the Upward Mobility Training Plan requirements or you withdraw from the Upward Mobility Program prior to completion of the training plan, as a current EPA employee you will be returned to your former or comparable position of the same grade and promotion potential. If you request to withdraw from the Upward Mobility Program based on your own reasons, you must submit the request in writing to the Upward Mobility Coordinator.

HOW TO APPLY:

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

If you cannot apply on-line, contact the Human Resources Office listed to the right for assistance at least three business days prior to the closing date of this announcement. Reasonable accommodations will be provided on a case-by-case basis.

For detailed instructions to assist you in ensuring your application package is received, go to http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

REQUIRED DOCUMENTS:

Documents to be submitted on-line:

- Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section;
- Responses to the on-line assessment questionnaire;
- Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in e-OPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible;
- Applicants must submit the required supervisory evaluation form for upward mobility: EPA Form 3115-22 (Appraisal of Other Characteristics Needed for Upward Mobility). This form is available at the EPA Intranet on this site:
<http://intranet.epa.gov/oas/fmsd/forms/3115-22.pdf>

If you want to know what documentation to submit to our office, visit EPA's web site:
http://epa.gov/ohr/ezhire/vacancy_requirements.htm

AGENCY CONTACT INFO:

John C. Castaneda
Phone: 702-798-2401
Fax: 702-798-2433
Email: TeamVegas@epa.gov

Agency Information:
Environmental Protection Agency
US Environmental Protection
Agency
Human Resources Management
Division
Las Vegas, NV
89193-8516 Fax: 702-798-2433

WHAT TO EXPECT NEXT:

If you meet all of the eligibility and application requirements for this Upward Mobility position, you will be invited to participate in an Upward Mobility Screening Panel interview. During the panel interview, you will be asked to respond orally to the same basic job element questions in which you provided a written response at the time of application.

The Upward Mobility Screening Panel will consider your resume, written questionnaire/job element responses, supervisory appraisal (EPA form 3115-22, Appraisal of Other Characteristics Needed for Upward Mobility), and the job element oral responses during the interview in order to evaluate and rate your potential to successfully perform the higher level work required by the target grade level of the Upward Mobility position. The Upward Mobility Screening Panel will assign points for each of the basic job elements based on the rating plan.

Based on the ratings of the panel, a list of qualified candidates will be referred by the Human Resources Management Division to the selecting official.

Access your USAJobs account to view the status of your application.

Information on this process is available on the USAJobs home page under First Time Visitors.

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[Back to top](#)